

CHAPTER 8

MATERIAL EXPENDITURES

The effectiveness of a supply department is measured primarily by its response to the requirements of other departments. Within the supply department your effectiveness will be measured by your overall performance. Personnel from other departments, however, will see only your response to their needs. This response begins with material identification and ends with material expenditure. This chapter discusses the types of expenditures and explains your responsibilities in the supply function.

TYPES OF EXPENDITURES

In this chapter we are concerned with the material held in supply department storerooms and its expenditure. Expenditure is any act which results in a decrease in Navy assets (material or funds). There are three ways of expending material: (1) issue, (2) transfer, and (3) survey. (Refer to the glossary for the definition for these terms.) Of these three, issues are of primary importance to the ship.

When a survey is approved, it becomes an expenditure document and will be assigned a serial number in the expenditure document series.

EXPENDITURE DOCUMENT NUMBERING SYSTEM

Expenditure documents will be numbered in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the service designator code, the ship's unit identification code (UIC), the four-digit Julian date, and a four-digit serial number. For example: If the volume of expenditure documents or the location and size of physical facilities warrants, the serial numbers may be divided into separate blocks of numbers for assignment to categories, such as ordnance, food, ship's stem, and clothing items, and other expenditures. Expenditure document numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement mandatory turn-in repairable (MTR) items. Through the fiscal year, all serial numbers, except for MTR items, run consecutively within each block for each type of expenditure.

EXPENDITURE RECORD LOG

The expenditure record log is used to control expenditure document number assignments and to provide a record of all expenditures. The expenditure record log is divided into two segments described as follows:

Expenditures, Except for MTR Items—This section of the expenditure record log will be maintained for recording all transfers and surveys. If the ship assigns blocks of serial numbers this segment will be subdivided to include a separate section for each material category. The serial numbers in each section will run consecutively throughout the fiscal year. An example of an Expenditure Record Log for other than MTR items is shown in figure 8-1.

MTR items—This section will be maintained for recording all shipments of unserviceable MTR items. Document numbers in this section will duplicate document numbers assigned to replacement requisitions. An example of the shipment of unserviceable MTR items Expenditure Record Log is shown in figure 8-2.

EXPENDITURE INVOICE FILES

The expenditure invoice file will contain the original of each expenditure invoice prepared by the ship, or a copy if the original is required elsewhere. Internal issue documents, NAVSUP Forms 1250-1, will not be included in the expenditure file. Expenditure invoices will be filed by expenditure document number. However, expenditure invoices for MTR items will be placed on the opposite side from other expenditure invoices. The expenditure invoice file will be retained for 1 year after completion of transfer or survey action.

ISSUES

Heads of departments have authority to request material for the operation of their respective departments. Normally, department heads authorize someone in the department to submit issue requests and receive material. This may be done by submitting a list to the supply officer, naming the individuals authorized. The department head may use a credit card system that

EXPENDITURE RECORD LOG					09NP0039
EXPENDITURE DOCUMENT NUMBER	DEPT.	EXPENDITURE SHIPPED TO	MATERIAL IDENTIFICATION	REMARKS	
0176-0141	ENG.	FISC SUBIC BAY	VALVE, GATE 9C4820-00-777-9848	IN EXCESS WORK ITEM REC'D	
0180-0142	SUP.	USS GANNET MSC-290	UNDERSHIRT, 90B420-00-543-6648	SHIP'S STORE TRANSFER	
0182-0143	SUP.	SURVEY	MISC. FRESH SUBSISTENCE	THROWN OVERBOARD AT SEA	
0189-0144	GUN.	SURVEY	TYPEWRITER, UNDERWOOD, MAN. 11-7565722	CUSTODY CARD Q-74, TURN IN MSC PEARL	
0196-0145	ENG.	FISC PEARL HARBOR	AIR COMPRESSOR	CHANGE IN ALLOWANCE	
0196-0146	SUB.	FISC PEARL HARBOR	TYPEWRITER, UNDERWOOD, MAN. 11-7565722	REFER GUN. SURVEY 0182-0144	

Figure 8-1.—Example of an Expenditure Record Log for other than MTR items.

SHIPMENTS OF UNSERVICEABLE MTR ITEMS					09NP0040
EXPENDITURE DOCUMENT NUMBER	DEPT.	EXPENDITURE SHIPPED TO	MATERIAL IDENTIFICATION	REMARKS	
0173-5631	ENG.	FISC SUBIC BAY	VOLTMETER, SER. 04681 2N6625-694-8273	CUSTODY CARD-B39, MCC-N, REPLACEMENT ORDERED	
0179-5680	GUN.	FISC PEARL HARBOR	RELAY ASSY. 2A1420-00-830-6904	MCC-N, REPLACEMENT ORDERED FOR D.T.O.	
0198-5703	OPS.	FISC PEARL HARBOR	TUBE, 2A5960-00-966-4918	MCC-G, REPLACEMENT ORDERED FOR STOCK	

Figure 8-2.—Example of the Shipment of Unserviceable MTR items Expenditure Record Log.

authorizes the bearer to request and receive material. Either method serves not only as an authorization for you to accept the request but also as a control over requests submitted by departments.

Control of issues is necessary to make sure that the ship stays within the OPTAR granted by the TYCOM and that only essential material is requested. The commanding officer normally provides for an equitable distribution of the OPTAR to the various departments by means of a departmental budget. Each head of department is required to operate within this budget. The budget may be exceeded only with the approval of the commanding officer.

SUPPLY SUPPORT CENTER (SSC)

An SSC is an organization component that serves as a single point of contact between supply and maintenance personnel. Although an SSC is not required on ships that do not have a Supply Corps officer assigned, its establishment is strongly recommended when enough space is available. Generally, the SSC receives and processes material requests, determines or verifies material identification,

and advises maintenance personnel of requisition status on their unfilled issue requests. Although such functions are performed in ships without an SSC, they can be accomplished more effectively when consolidated under an SSC in a location conveniently accessible to maintenance personnel.

ISSUE REQUEST DOCUMENTS USED

All issues of stock material and all direct turnover (DTO) material procured by the supply department, as well as all chargeable services, will be recorded on a NAVSUP Form or 1250-1. When you prepare the NAVSUP Form 1250-1, follow the procedures in the NAVSUP P-485.

DISTRIBUTION

Distribution of the NAVSUP Form 1250-1 is determined by the type of transaction or circumstance to which it applies. For example, the use of procurement action tickler file requires an alteration in distribution. In the case of NAVSUP Form 1250-1, distribution depends on whether or not it is used as a

requisition. The different purposes for which NAVSUP Form 1250-1 is used, and the distribution in each situation, are prescribed in the NAVSUP P-485.

ISSUE

Assuming that the action needed for issue as specified in the NAVSUP P-485 have been performed and recorded accurately, the issue is simple. The storeroom Storekeeper goes to the location shown on the request, removes the material, turns it over to the department representative in exchange for the representative's signature on the original of the NAVSUP Form 1250-1.

ISSUE OF PRE-EXPENDED BIN (PEB) MATERIAL

Replenishment of PEB material in organizational maintenance level ships is the responsibility of the department head controlling the space in which the PEB is located. In intermediate maintenance level ships, replenishment of PEB material is the responsibility of the supply support center. The supply officer must make sure that adequate backup stocks of PEB material are maintained. Replenishment of PEB material will be retie by use of NAVSUP Form 1250-1 prepared as specified in the NAVSUP P-485.

POSTING ISSUES TO STOCK RECORDS

Issue transactions will be posted, in ink, to stock records daily. Issues of selected item management (SIM) items will be posted first. Issues will not be posted to the stock records before the actual issue of material.

The material issue date and the department number or the work center code if a department number is not assigned (data block 7 and data block 2 or 14 of the issue request) will be posted to the "Date & Ser./WCC" column of the stock record. The quantity (data block 25 of the issue request) will be posted to the "Issue" column and the quantity in the "On hand" column will be reduced to reflect the new stock record balance. (For an example see figure 8-3.)

NON-SIM INVENTORY VALIDATION OR (AT ISSUE) DURING AN ISSUE

If the item issued is a non-SIM item, the inventory figure in data block 11 of the NAVSUP Form 1250-1 will be compared with the on-hand balance indicated in the stock record after the issue has been posted. If the item was issued from more than one location, the inventory figures in data block 29 will be compared with the quantity figures in the "Location" field of the stock record. After such figures have been reduced by

The figure illustrates the process of posting an issue to a stock record card. It consists of three main forms:

- Requisition Form (Top):** Contains fields for REQ. DATE (6196), DEPT NO (0484), URGY (C), ROD, LOCATION (A1250), ISSUE DATE (6196), and REQN QTY (1). It also has checkboxes for "ISSUED" and "POSTED".
- Stock Number Form (Middle):** Contains fields for STOCK NUMBER (4820005062927), UNIT (EA), and QUANTITY (1).
- Stock Record Card (Bottom):** A detailed card with multiple sections. It includes:
 - Header:** 1H, 4820-00-506-2927, DISK, VAL EA, 9.10, 882094535, A1250.
 - Item Details:** 52192, 4, 1, R, 4/76.
 - Requisitions Outstanding:** A table with columns for JUL DATE, SERIAL NO, QUANTITY, DATE & SER/WCC, RECEIPTS, ISSUES, ON HAND, and DEM PD DEM QTY.
 - Posting Data:** The requisition date (6109) and serial number (3774) are entered in the first row. The issue date (6196) and department number (0484) are entered in the second row. The quantity issued (1) is entered in the "ISSUES" column, and the new on-hand balance (2) is entered in the "ON HAND" column.

Arrows indicate the flow of data from the requisition form to the stock record card, showing how the issue is recorded and the on-hand balance is updated.

Figure 8-3.—Example of the posting of an issue to the stock record card.

the issued quantities. If the quantities differ, refer to the NAVSUP P-485 for the action to be taken.

COMPLETION AND DISTRIBUTION OF NAVSUP FORM 1250-1 FOR ISSUES AND INVENTORY LOSSES OF STOCK MATERIAL

After posting an issue or inventory loss to the stock record, the stock records Storekeeper will complete the data entries on the NAVSUP Form 1250-1 as required by the NAVSUP P-485.

After an issue or an inventory loss has been posted to the stock record, and data entries have been completed, the NAVSUP Form 1250-1 will be distributed as required by the NAVSUP P-485.

PREPARATION OF NAVSUP FORM 1250-1 FOR NOT IN STOCK OR NOT CARRIED (NIS/PARTIAL/NC) MATERIAL

When the total quantity of a requested item is not available and a partial quantity is issued, the storeroom Storekeeper will line through the quantity requested on the NAVSUP Form 1250-1 and enter the quantity actually issued (see figure 8-4). The remaining data entries in the issue request then will be completed in the same manner as that for a routine issue from stock. If the unfilled balance of the requested quantity will continue to be required, the storeroom Storekeeper will prepare a new NAVSUP Form 1250-1 for the deficient quantity, duplicating all information from the basic document except the quantity. The yellow copy of the new document will be detached and given to the requester. The remaining data entries in the new document then will be completed by the stock records Storekeeper (see figure 8-5).

Total Quantity NIS

If a requested item is NIS and no acceptable substitute is available, and if the quantity requested is still required, the stock records Storekeeper will verify the requester's data, and then complete the remaining data entries for requisitioning.

Not Carried (NC) Material (Including SIM DTO)

If a requested item is not carried in stock and an acceptable substitute is not available, and if the requested item will continue to be required, the stock records Storekeeper will verify the requester's data, and

then will complete the remaining data entries for requisitioning. The ML-N, COSAL, MCRL, or other pertinent publication listed the NAVSUP P-485 will be used to determine or verify data entries in a NAVSUP Form 1250-1 for NC material. See figures 8-5, 8-6, and 8-7 for examples of these entries.

Management Data Entries

After verifying the data furnished by the requester and before initiating a requisition for NIS/NC material (including SIM DTO items), the stock records Storekeeper will complete the required issue data blocks entries in the NAVSUP Form 1250-1. For complete management data entry information, refer to the NAVSUP P-485.

USAGE DATA

Since usage data plays a large part in determining future allowances of material, it is important that usage be recorded. Usage data on all material for which a NAVSUP Form 1114 is maintained must be rounded on the stock record card. If a NAVSUP Form 1250-1 is used as the consumption document, an additional document (NAVSUP Form 1114 or suitable document) is filed in the historical demand file (HDF). Hardback copies of NAVSUP Form 1250-1 and NAVSUP Form 1114 are filed in the following sequence: NIIN, NICN, part number, and other item identification. Copies of SERVMART Shopping List are maintained chronologically, by Julian date of the applicable money value only (MVO) requisition number.

In regard to the historical demand file, it will not be required if the type commander provides a monthly ADP list of NC items qualified for stock (based on ACCESS consumption documents that the ship submitted in the past 12-month period). When such a list is provided, the hardback copies of NAVSUP Form 1250-1 for NC items may be discarded after procurement documents have been prepared, and the list will be used as the historical demand record until replaced by the next monthly list. Superseded lists need not be retained inasmuch as Supply Operations Assistance Program/Integrated Logistics Overhaul requirements for demand data applicable to NC items can be readily provided by the type commander's ADP facility.

Reporting Usage of Nonissued Material

When material used for a maintenance action or other purpose was obtained from other than

1. REQ. DATE

2. DEPT. NO.

3. URGY

4. RDD

5. LOCATION

6. S/N

7. ISSUE DATE

8. REGN. QTY.

9. REGN. NO.

6196

0692

B

6206

00002

6196-3456

10. APLN/REQD

11. INV QTY

12. NIS

13. NC

14. EQUIP CORAL SUPPLY

15. YES

16. NO

17. URG

18. MART

BLOCK

264

19. UIC

20. WC

21. JCN

22. EIC

23. STOCK NUMBER

24. UA

25. QUANTITY

26. UNIT PRICE

27. EXTENDED PRICE

28. FUND

V051520E01Z000P31R000

EA0001

132

264CR

29. COG

30. MCC

31. FSC

32. NIN

33. SMD

34. UA

35. QUANTITY

36. UNIT PRICE

37. EXTENDED PRICE

38. FUND

J9N

59200011604895

39. APPROVED BY:

40. RECEIVED BY:

Ronald Spence

41. A

42. B

43. C

44. D

45. E

46. F

47. G

48. H

49. I

50. J

51. K

52. L

53. M

54. N

55. O

56. P

57. Q

58. R

59. S

60. T

61. U

62. V

63. W

64. X

65. Y

66. Z

A

B

C

D

E

F

G

H

I

J

K

L

M

N

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P

Q

R

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T

U

V

W

X

Y

Z

LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
 DP FORM 1250-1 (7 PT) (REV. 7/79) SN 0108-LF-501-2505

09NP0042

If the item is identified by an NSN and stock record exists, the Julian date, department number (or work

1. REQ. DATE 6196		2. DEPT. NO. 0692		3. URGY B		4. RDO 6206		5. LOCATION		6. SM <input type="checkbox"/> NON-SM <input checked="" type="checkbox"/>		7. ISSUE DATE		A. REQN. QTY. 00002		B. REQN. NO. 6196-3456	
8. NOUN NAME OR REF SYM BLOCK				9. FPR <input type="checkbox"/>		10. AFLAELCD 01689426				11. INV QTY <input type="checkbox"/> NIS <input checked="" type="checkbox"/> NC		12. NIS <input type="checkbox"/> NC <input checked="" type="checkbox"/>		C. OBL AMT 264		D. POSTED	
13. JOB CONTROL NUMBER V1051520E01E000P31R000										14. EIC		15. EQUIP COBAL SUPPLY YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		16. URG <input type="checkbox"/> MART <input type="checkbox"/>		E. OPTAR LOG <input checked="" type="checkbox"/>	
17. SC		18. COG		19. MCC		20. FBC		21. STOCK NUMBER 5920001604895		22. EIC		23. QUANTITY EA 0002		24. UNIT PRICE 132		25. EXTENDED PRICE 264	
26. FUND CR																	
										27. APPROVED BY: Ronald Spence		28. RECEIVED BY:					
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00 A B A R 7 P 3 3 3 0 V 5 5 1 5 2 6 1 9 6 3 4 5 6 R V 5 5 8 5 1 B 9 N I K 5 6 DOC IDENT RTG IDENT M A S SVC LIC JUL DATE SERIAL D E M S V C SUPPL ADDRESS S I G FUND DIST PROJ PRI RDO ADV DOCUMENT NUMBER																	

Figure 8-5.—Example of NAVSUP Form 1250-1 for an NIS item after entries of requisition data for chargeable material.

1. REQ. DATE 6196		2. DEPT. NO. 0692		3. URGY B		4. RDO 6206		5. LOCATION		6. SM <input type="checkbox"/> NON-SM <input checked="" type="checkbox"/>		7. ISSUE DATE		A. REQN. QTY. 00002		B. REQN. NO. 6196-3456	
8. NOUN NAME OR REF SYM BLOCK				9. FPR <input type="checkbox"/>		10. AFLAELCD 01689426				11. INV QTY <input type="checkbox"/> NIS <input checked="" type="checkbox"/> NC		12. NIS <input type="checkbox"/> NC <input checked="" type="checkbox"/>		C. OBL AMT 264		D. POSTED	
13. JOB CONTROL NUMBER V1051520E01E000P31R000										14. EIC		15. EQUIP COBAL SUPPLY YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		16. URG <input type="checkbox"/> MART <input type="checkbox"/>		E. OPTAR LOG <input checked="" type="checkbox"/>	
17. SC		18. COG		19. MCC		20. FBC		21. STOCK NUMBER 5920001604895		22. EIC		23. QUANTITY EA 0002		24. UNIT PRICE 132		25. EXTENDED PRICE 264	
26. FUND CR																	
										27. APPROVED BY: Ronald Spence		28. RECEIVED BY:					
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00 A B A R 7 P 3 3 3 0 V 5 5 1 5 2 6 1 9 6 3 4 5 6 R V 5 5 8 5 1 B 9 N I K 5 6 DOC IDENT RTG IDENT M A S SVC LIC JUL DATE SERIAL D E M S V C SUPPL ADDRESS S I G FUND DIST PROJ PRI RDO ADV DOCUMENT NUMBER																	

REQUISITION DATA ENTRIES ARE SHADED

Figure 8-6.—Example of stock records Storekeeper entries for NC items.

center code), and quantity indicated in the NAVSUP Form 1250-1 will be posted to the stock record to record the demand. Since the item was not issued from supply department stock, the existing stockyard balance will not be reduced. Whether or not an applicable stock record is maintained, the stock records Storekeeper, prior to distribution of the NAVSUP Form 1250-1, will complete the data blocks as shown in figure 8-8.

TRANSFERS

As prescribed in OPNAVINST 3120.32 (*Standard Organization and Regulations of the U.S. Navy*),

material transfer is one of the general duties of the supply officer. Unless otherwise directed by the commanding officer, the supply officer is responsible for approving transfers of all types of material (except medical/dental supplies in end-use ships, and fuel). Although such responsibility need not be delegated by letter, it should be specified in the *Ship's Organization and Regulations Manual* (SORM). Before transfer of material (other than unserviceable or excess items) to another activity, the supply officer makes sure that it is not currently needed by the department(s) that normally use it. In the absence of the supply officer, material transfers may be approved by the duty supply officer or

the command duty officer, as prescribed in the SORM. Before proceeding with any unfamiliar transfer action, (e.g., Maintenance Assistance Modules (MAIMs)) the NAVSUP P-485 should be consulted.

TRANSFERS TO OTHER AFLOAT UNITS

Transfers to other afloat units are made in response to a request when the material is available and can be spared. Requests are normally received on a DD Form 1348, but may be received by letter, message, or other means. The DD Form 1348 is prepared in the same manner a requisition to a supply activity except that the document identifier is left blank

Availability of material is determined by the supply officer after considering the quantity on hand and the anticipated usage until replenishment can be obtained. The supply officer may also request the advice of the using department before transferring repair parts. If material is not available, the request is rejected.

Additional entries requested by the NAVSUP P-485 should be made by the transferring ship. An example of an intership transfer document is shown in figure 8-9.

When the request is received by other means, it must contain the NSN, unit of issue, quantity, document number, fund code, and project code. A DD Form

1348-1 is then prepared by the transferring ship. An example is shown in figure 8-10. Refer to the NAVSUP P-485 for detailed preparation and disposition instructions.

Posting Transfers to Stock Records

Transfers of material are posted to stock record cards in the same manner as issues, except that the quantity transferred is circled. This is done because transfers are not considered as usage or demand since the material was not used on your ship.

Receipts from other ships are posted and issued exactly the same as receipts from a supply activity.

Summarizing Transfers

Each month the value of transfers to other ships and afloat units is summarized to the supporting DFAS using the Summary of Material Receipts/Expenditures, NAVCOMPT Form 176. This action effects the necessary appropriation, allotment, and cost accounting adjustment. Refer to the NAVSUP P-485 for preparation and submission procedures.

DD FORM 1348-1 (Rev. 1-64)										DD FORM 1348-1 (Rev. 1-64)									
SEND TO: R52192 USS JOHN PAUL JONES (DDG-32)										REQUESTED FROM: R04462 USS EDSON (DD-946)									
A WASHER										B STOCK NUMBER: 05330000004960X3									
C R0446261961666RY NWG01A										D QUANTITY: 000001									
E NR IHEK506										F EXP. INV. R52192-6196-0031									
ADVISE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100										G DOLLARS: 490 CENTS: 00									
ADVISE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100										H DOLLARS: 490 CENTS: 00									

Figure 8-9.—Example of DD form 1348 used as an intership transfer document.

SURVEYS

A survey is the procedure that must be followed when Navy property is lost, damaged, or destroyed. A survey must be initiated for all Navy property except incoming shipments. In which case, a Report of Discrepancy (ROD) (Standard Form 364) must be submitted (consult the NAVSUP P-485). The completed survey form is used to determine responsibility for lost, damaged, or destroyed property and to fix the actual cost to the government. (See figures 8-13 and 8-14). To make a true determination, the facts surrounding the loss or damage must be thoroughly researched in a timely manner. The research should not be limited to verifying statements of interested parties. It should be broad enough to make sure that the interests of the government as well as the rights of the individual(s) or Navy activities concerned are fully protected. Review of the survey information facts is required in order to prove or refute the statements of interested persons and to place the responsibility for the lost or damaged property where it belongs.

MTR items are listed in the MRIL and FBMMRL. They are provided to assist in the identification of Navy-managed mandatory turn-in repairable items. It should be remembered that the MRIL and FBMMRL serve to indicate the items that require turn-in when unserviceable. The activity to which they should be transferred to be repaired is also specified. An MTR suspense file must be established to maintain and control the return of repairable material from other shipboard departments, and to assist in the preparation of turn-in documents. Procedures to be followed when turning-in MTR items are found in NAVSUP P-485. Figure 8-12 shows an example of a DD Form 1348-1 prepared for turn-in of MTR items to store ashore.

[illegible]

86NP0177

Figure 8-12.-Example of a DD Form 1348-1 prepared for turn-in of MTR Items to store ashore.

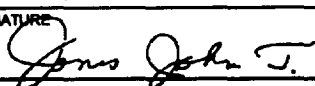
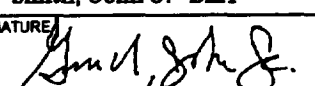
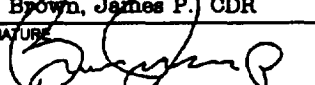
FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.		ROUTINE USE: <u>None</u>		(*) MLSR REPORT 1996/01	
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.		DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD) 980428		2. INQUIRY/INVESTIGATION NUMBER 28APR98-8746-8T1		3. DATE LOSS DISCOVERED (YYMMDD) 980424	
4. NATIONAL STOCK NO. 8820-01-079-9836		5. ITEM DESCRIPTION 19" RCA Color Track Television		6. QUANTITY 03	
7. UNIT COST \$298.00		8. TOTAL COST \$894.00			
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS LOST (X one) (Attach additional pages as necessary) (*) STOLEN <input checked="" type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED Television sets discovered missing from barracks 128 rooms 132, 143, and 186 as a result of a physical inventory conducted to update minor plant property records. Televisions were not secured LAW OPNAVINST 8830.14B, para. 0321, to prevent theft.					
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) All personnel checking out of barracks now required to have their rooms physically inventoried prior to checkout. All televisions to be permanently secured within rooms by anchor pad or bolts. (*) NCIS NAVAL AIR STATION NOTIFIED 980424, ASSUMED CASE.					
11. INDIVIDUAL COMPLETING BLOCK 11 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		b. TYPED NAME (Last, First, Middle Initial) Sample, Eye, M. SK1		c. AUTOVON / DSN NUMBER 476-7234	
		d. SIGNATURE <i>Sample Eye M.</i>		e. DATE SIGNED 980428	
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input checked="" type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)					
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No		b. COMMENTS / RECOMMENDATIONS Televisions discovered missing upon making morning rounds.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		d. TYPED NAME (Last, First, Middle Initial) Smith, John, J. BM1		e. AUTOVON / DSN NUMBER 476-3731	
		f. SIGNATURE <i>John J. Smith</i>		g. DATE SIGNED 980802	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Sea, Arn, L. LCDR		f. AUTOVON / DSN NUMBER 476-4488	
		g. SIGNATURE <i>Sea Arn L.</i>		h. DATE SIGNED 980804	
14. APPROVING AUTHORITY					
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE Submit copies to: (*) CNO (NO9N1) NAVSURFWARCENDIV CRANE (3046)		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) NAVAL AIR STATION NORTH ISLAND, CA 92010		e. TYPED NAME (Last, First, Middle Initial) Doe, John, J. CDR		f. AUTOVON / DSN NUMBER 476-0001	
		g. SIGNATURE <i>John J. Doe</i>		h. DATE SIGNED 980804	
86NP0179					

DD Form 200, FEB 91

Previous editions are obsolete.

Attachment (1)
to Enclosure (4)

Figure 8-13.—Example of a completed Report of Survey, DD Form 200 (front).

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages as necessary)			
<p>Findings:</p> <ol style="list-style-type: none"> 1. BM1 Smith failed to properly secure television sets during the evening resulting in their theft. Failure to properly execute assigned responsibilities resulted in loss to government. 2. Remove from property record. 3. All personnel must now have their rooms physically inventoried before checkout. All televisions have been permanently secured within rooms by anchor pad or bolts. 			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
\$894.00		\$1,623.00	\$894.00
e. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		f. TYPED NAME (Last, First, Middle Initial)	g. AUTOVON / DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010		Jones, John J. LT	476-7387
		h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY (YYMMDD)	i. DATE APPOINTED (YYMMDD) 980424
		j. SIGNATURE 	k. DATE SIGNED 980801
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)			
(1) Submit the attached statement of objection. <input checked="" type="checkbox"/> (2) Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. SOCIAL SECURITY NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010		Smith, John J. BM1	123-45-6789
f. AUTOVON / DSN NUMBER 476-3731		g. SIGNATURE 	h. DATE SIGNED 980803
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		c. TYPED NAME (Last, First, Middle Initial)	d. AUTOVON / DSN NUMBER
NAVAL AIR STATION NORTH ISLAND, CA 92010		Brown, James P. CDR	427-7877
		e. SIGNATURE 	f. DATE SIGNED 980804

DD Form 200 (Back), FEB 91
Attachment (1)
to Enclosure (4)

86NP0180

Figure 8-14.—Example of a completed Report of Survey, DD Form 200 (back).

INITIAL REQUESTS

The DD Form 200 will be initiated by either the accountable or responsible person.

When circumstances warrant, such as when there is an indication of criminal action or gross negligence, the commanding officer or the CO's designee may appoint a surveying officer or survey board. Refer to the NAVSUP P-485 for Survey Board procedures.

Exceptions

Research action is not required when it is the opinion of the commanding officer or a designated representative that negligence is not indicated in the loss, damage, or destruction of government property. Also if for reasons known to the commanding officer, negligence, or responsibility cannot be determined and research under those conditions would constitute an unnecessary administrative burden. Research action is not usually required when an individual accepts responsibility for loss, damage, or destruction of government property. At the discretion of the commanding officer or a designated representative, investigative reports required by other appropriate DOD component regulations may be used in lieu of research procedures prescribed in the NAVSUP P-485 under the following circumstances:

1. There is no death nor personal injury involved.
2. The total property damage does not exceed \$200.
3. There is no possible claim against the government.

EXPENDITURE OF MATERIAL WITHOUT SURVEY

Material will be expended without survey on a Requisition and Invoice/Shipping Document (DD Form 1149) or DOD Single Line Item Release/Receipt

Document (DD Form 1348-1) which will be annotated "Loss by survey" and will indicate the circumstances of the loss or damages, or the disposition authority, as applicable, under the following circumstances:

1. Items determined to be scrap by an inventory manager.
2. Losses of liquid oxygen because of evaporation (boil-off).
3. Material cannibalized or otherwise unaccounted for in the overhaul and repair department.
4. Residue of material cannibalized in the overhaul and repair department considered to have scrap value only.
5. Samples of petroleum products sent to a laboratory for examination and test, but not returned to stole.
6. Medical material determined to be defective or out of date by the Field Branch, Bureau of Medicine and Surgery, and destruction of the material has been directed.
7. Discrepancies in material quantities transferred to disposal, provided that the value of loss or shortage is less than \$50 per line item and does not involve sensitive items.
8. Material is lost in transit due to enemy action.

Action by the Appointing Authority

The appointing authority is usually the commanding officer, designee, or officer in the chain of command with jurisdiction over the individual having custodial responsibility for the property involved.

For detailed instructions concerning the preparation and submission of the Report of Survey, refer to the NAVSUP P-485.